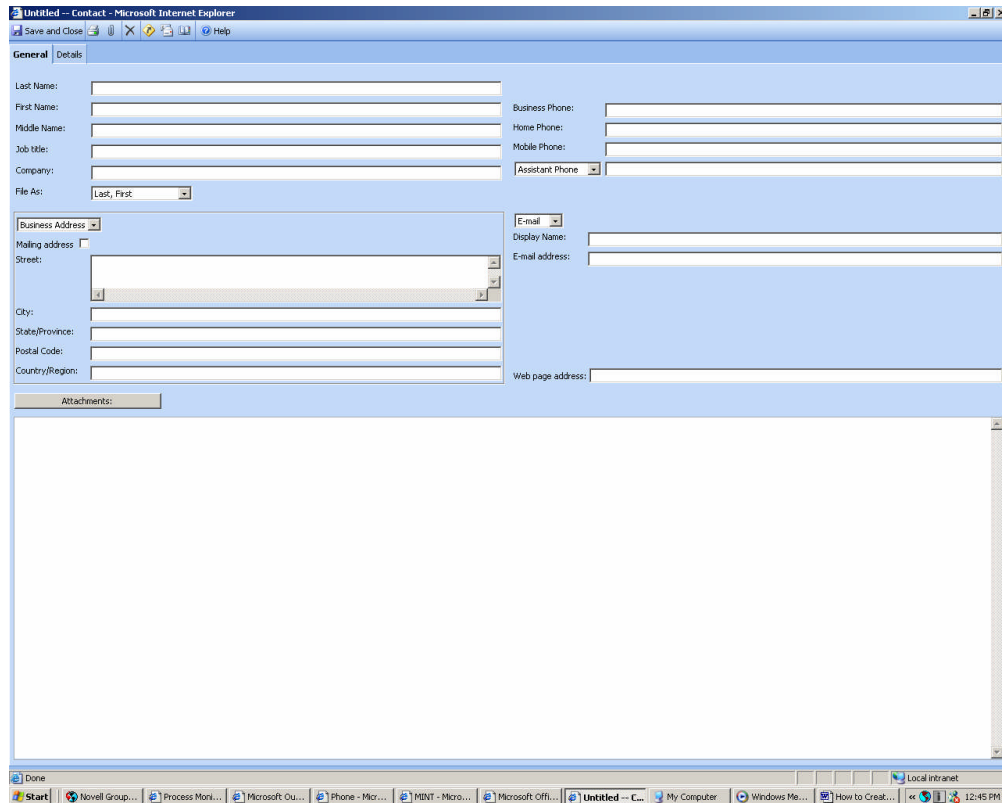


## Create a new contact- OWA

1. In Contacts, on the toolbar, click **New**.
2. In the new contact window, on the **General** tab, type the information you want to include for the contact.



**Tip:** Use the drop-down lists to record multiple entries in some boxes. For example, the drop-down list next to the **E-mail** icon allows you to store up to three different e-mail addresses for a contact (**E-mail**, **E-mail 2**, and **E-mail 3**). You can also store multiple addresses and phone numbers.

3. If you have multiple addresses stored for a contact, you can designate one as the contact's mailing address. Select the address in the list, and then select the **Mailing address** check box.
4. On the **Details** tab, you can fill in additional information about a contact.
5. Click **Save and Close**, and then refresh your browser window to see the new contact.

**Note:** Use the **File As** list on the **General** tab to determine how the contact will appear in Contacts. You can display each person by first and last name, by last name first, or by company name.